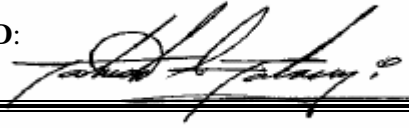


<p style="text-align: center;">IDAHO STATE DEPARTMENT OF AGRICULTURE</p>	<p>POLICY NO. 97-4</p>
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<p>NEW POLICY:</p>	<p>APPROVED: </p>
<p>TITLE: SICK LEAVE/ABSENTEEISM</p>	

<p>PURPOSE: Uncontrolled absenteeism can create under-staffing which may detract from customer service and employee safety. It also causes unnecessary increases to payroll costs. The purpose of this policy is to eliminate absenteeism that results from the abuse of sick leave.</p>

I. POLICY:

Sick leave is one of the most valuable benefits the Department can offer its employees. Used wisely, it can be a highly effective source of income protection in the event of an illness or accident. The Department's supervisory staff should make every effort to eliminate abuse of sick leave.

Reasons for Use: Sick leave shall only be used in cases of actual illness or disability or other medical and health reasons necessitating the employee's absence from work, or in situations where the employee's personal attendance is required or desired because of serious illness, disability, or death and funeral in the family. (Idaho Personnel Commission Rule 240.03)

NOTE: For purposes of the use of **sick leave** "family" means a spouse, child, foster child, parent, brother, sister, grandparent, grandchild, or the same relation by marriage.

II. PROCEDURES:

Since there are individual differences relating to absences, there can be no exact measurement in determining excessive absenteeism.

The supervisor should look for the following indications:

1. Does the employee fail to call in on the day of absence?
2. Has the employee frequently used sick leave before or after holidays or his or her regularly scheduled days off? Is there a pattern developing in the use of the employee's sick leave?
3. Does the employee's use of sick leave occur on a particular day during the week or month?
4. If the employee consistently takes off one day at a time, it could mean that he/she is abusing sick leave privileges.
5. In cases where absences for sick leave exceed three (3) consecutive working days, the appointing authority may require verification by a physician or other authorized practitioner. (Idaho Code, Chapter 67-5333 (5))

After the supervisor has reviewed the employee's sick leave use and has determined that there appears to be an inappropriate use of sick leave privileges, the supervisor should begin the counseling process.

1. First action after the review of sick leave use:
 - a. Discuss your concerns with the employee
 - b. If your concerns are valid then document your concerns in a memo to the employee
 - c. If appropriate, refer to Employee Assistance Program (EAP)
2. If the employee continues to abuse his/her sick leave or fails to call in:
 - a. Contact Human Resources to begin further disciplinary action which may include suspension or dismissal.